

EXTRACT

13. PAYMENT OF SALARY

- 13.1 Salaries (including overtime and special loadings, if any) will be paid fortnightly.
- 13.2 All salaries shall be payable by electronic funds transfer, or by cheque at the University's option. Payment by electronic funds transfer shall be made to a financial institution of the employee's choice, provided that such institution has a compatible direct credit system.
- 13.3 At the time of payment, each employee shall be provided with a written statement either through electronic format or hard copy, containing details regarding the make-up of the employee's pay, deductions therefrom and personal leave and annual leave credits.
- 13.4 *Overpayments and Underpayments*
- 13.4.1 An underpayment to a staff member will be corrected and full payment made to the staff member as soon as possible after notice of the underpayment is received by the University. Unless there are exceptional circumstances, the payment to the staff member will be made no later than the pay day of the next pay period following notification to the University.
- 13.4.2 The University will advise and consult with a staff member when an overpayment has been identified. The University will inform the staff member of the amount of the overpayment and will write to the affected staff member with options available for repayment. The timeline for repayment will be of reasonable length having regard to the extent of the overpayment and the time period over which it occurred. The staff member and the University will negotiate an agreed repayment arrangement in good faith (and agreement will not be unreasonably withheld), after which the University may deduct the overpayment from the staff member's salary or termination payments in accordance with the agreed repayment arrangement. If such an agreement cannot be reached then the procedures of the resolution of disputes under Clause 71 of this Agreement will be applied to achieve an outcome that allows the University to recover the overpayment, after which the University may deduct any overpayment from the staff member's salary or termination payments accordingly.

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